College of the Redwoods   Position Description

Position: Account Clerk III	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 115

Summary

Performs varied and complex record keeping duties associated with the processing and completing of accounting transactions.   Usually is responsible for one or more specialized elements within a complete accounting system such as accounts receivable processing and management, accounts payable processing.

Essential Duties and Responsibilities

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized data entry program supporting the College's accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.

- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Trace a wide variety of transactions through previous accounting actions to identify and correct discrepancies.

- Codes, verifies charges and rates, and related billing information then enters onto a computerized data entry screen. Prepares bills, summaries, and submittals for reimbursement by external agencies.

- Codes, verifies, and accounts for funds and other assets received by the District for specified uses (e.g., donations, conditional uses).

- Prepares expense accounting studies such as cost-of-services, etc.

- May assist with the preparation of financial information including the monthly closing of books, pertaining to the assigned area of responsibility.

- Provides assistance over the phone and in person regarding information on registration, payment policies, account balances, and college policies to students, staff and the general public. Acts as a liaison and attends Student Services meetings and training sessions.

- May process financial aid disbursements.

- May process miscellaneous cash transactions such as student credit balance refunds.

- Reviews the work of others and may prepare bank deposits and reconcile bank statements.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  Requires a working knowledge of the practices and terminology of financial record keeping and accounting data entry practices, clerical and office procedures and methods, business mathematics and record keeping. Requires sufficient human relations skill to convey policies, and procedures to others; to deal cooperatively with others on accounting transactions. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.

- **Abilities**

  Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto an automated accounting data entry system.

- **Physical Abilities**

  Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand movements to retrieve work materials involving some overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

- **Education and Experience**

  Typically requires completion of a high school curriculum with emphasis in bookkeeping and 4 years experience in a production oriented record keeping, cashiering, or general clerical capacity. Additional education may be substituted for experience.

- **Licenses and Certificates**